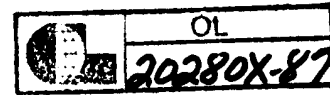


ADMINISTRATIVE - INTERNAL USE ONLY

OL Files
B463

19 SEP 1987



MEMORANDUM FOR: Director, Office of Logistics

FROM:

[Redacted]
Chief, Support Services, ODDI/MPSS

SUBJECT: Room 1E4809 Hqs

1. Recently, the Chief, Arms Control Intelligence Staff/ODDI, was relocated from his office on the 7th floor to room 1E4809 Hqs to provide space for a DCI Staff. Time constraints called for expeditious handling of the move, thereby forgoing construction changes to accommodate the Chief, ACIS.

2. Request minimum construction to provide [Redacted] (SIS-3) a private office and a small conference area for his staff. With the ongoing negotiations and talks taking place in Geneva [Redacted] is receiving and providing sensitive briefings which should transpire in private to maintain good job and security practices.

3. Request the Office of Logistics, Facilities Management Division, concur in this request and provide a priority construction schedule to accomplish this meaningful task at the earliest possible date.

4. If you should require further assistance or have any questions, please contact [Redacted] of the Admin Staff on [Redacted]

Attachment:
Floor Plan

APPROVED:

151

[Redacted]
Director, Office of Logistics9/11/87
Date

* Per [Redacted] matter
has been taken care of.

ADMINISTRATIVE - INTERNAL USE ONLY

REQUEST FOR LOGISTICS SERVICES

MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS

ATTENTION : Chief, FMD Chief, Design Branch

Service Requested: Request two office area's be constructed each with a door and sound proofing material in room 1E-4809. No relocation of lights or difuser should be required. lights if need be can be removed for partition.

Attachment

☒

Yes

☐

No

Deadline Date, if applicable

By 25 Sept. 87

Justification:

See attached memo

Special Considerations, if any:

Priority construction please. Overtime be authorized if required, to accomplish after hours or weekend.

Location where work is to be performed (room no. & bldg.)

Contact Official

Cost Center

Tel. Ext.

Rm. 1E-4809 Hqs.

Date of Request

(Dir., Off., & Div.)

Tel. Ext.

3 September 1987

DI/MPSS?SSC

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